

# **ROCKY MOUNTAIN COORDINATING GROUP**

## **OPERATIONS COMMITTEE CHARTER**

### **Introduction**

The Operations Committee (herein referred to as the Committee) is established as a standing committee under the Rocky Mountain Coordinating Group (RMCG). The Committee shall function in an interagency advisory capacity for the RMCG to address Rocky Mountain Geographic Area's fire operational issues.

### **Mission Statement**

The Committee's mission is to provide advice, counsel, and recommendations for the management of fire operations issues within the Rocky Mountain Area (RMA).

### **Purpose and Duties**

- Provide the RMCG with a Committee recommendation on all assigned tasks.
- Provide a forum for the exchange of ideas relating to fire management operational issues.
- Follow and maintain the expectations of the RMCG.
- Review nominations, prioritize and recommend selections for S-420/520/620 candidates in coordination with the Geographic Area Training Representative (GATR). Candidate recommendations should ensure a continual supply of qualified individuals to accept RMA team assignments in every position.
- Annually review those portions of the Rocky Mountain Area Interagency Mobilization Guide that are within the Committee's scope of oversight, and provide appropriate comments and changes to the Rocky Mountain Coordination Center (RMC). The Committee and RMC will concur on recommended changes before submitting to RMCG for approval.
- Annually review and coordinate proposed updates to the Rocky Mountain Area Fire Cache (RMK) Operating Plan.
- Review and provide information/recommendations on safety issues identified by other standing committees that can not be resolved within each respective committee.
- Provide recommendations for operational issues in areas such as, but not limited to air operations, Interagency Hotshot Crews, equipment, technology, weather, efficient utilization of resources within the RMA, safety, and position needs analysis (in conjunction with the Training Committee).
- Coordinate with all RMA Standing Committees on issues of mutual interest.
- Provide oversight and management for the Rocky Mountain Incident Management Teams:
  - Provide recommendations for Wildland Fire and Fire Use Team IC's to RMCG each year or when requested.
  - Provide recommended IMT and Fire Use Team rosters to RMCG for approval by February 15 of each year. The qualifications of all recommended team members will be verified before submittal to RMCG.
  - Assist in the evaluation of Team performances by reviewing Team Narratives, Agency Administrator Evaluations, and Command and General Staff Evaluations.
  - Review unavailability lists for all primary team members and justifications for failure of IMT members to fill positions.
  - Meet with the IC's following the fire season to review performance and identify problems requiring RMCG and/or Agency management solutions.

- Review performance problems by team personnel or grievances. Submit any recommendations for actions to RMCG.
- Monitor expected future team position vacancies due to team member length-of-service, transfers, and/or retirements to ensure that a continual supply of qualified individuals are ready to accept RMA team assignments in every position.

## **Membership**

The Committee will be comprised of one voting member from each of the following RMA Agencies:

- Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regional Offices)
- Bureau of Land Management (Colorado and Wyoming State Offices)
- Forest Service (Rocky Mountain Region)
- National Park Service (Rocky Mountain Region, Midwest Region)
- Fish and Wildlife Service (Mountain -Prairie Region)
- States of Colorado, Kansas, Nebraska, South Dakota and Wyoming. (Each state may have a representative, however collectively the States will have only one vote.)

Advisory, non-voting membership will include subject matter experts in the fields of logistics, engines, IHC, safety and aviation as well as the following:

Rocky Mountain Area Coordination Center (RMC) - Center Manager  
Rocky Mountain Area Incident Commanders and Deputies

The Chairperson of RMCG approved committees may attend the operations committee meetings as the agenda allows. The agenda and minutes will be provided to each RMCG Committee Chairperson.

In Addition, RMCG will appoint a liaison to the Committee as a non-voting member. The Liaison will represent RMCG during Committee meetings and other correspondence and serve as the main communication link between RMCG and the Committee.

The Committee will keep RMCG apprised of the need to replace Committee members. The Committee will make notification through the RMCG Liaison as to the need to appoint or replace members. RMCG will review and approve the appointment of new members based on the recommendations of the affected agency.

The Committee will appoint a non-voting Administrative Assistant in addition to those members/advisors listed above that will be responsible for recording, finalizing and distributing the minutes of all meetings and conference calls. The minutes will be forwarded to the Committee members, RMCG, and the Chairs of other standing committees. The Administrative Assistant will be responsible for maintaining all files and records related to the work of the Committee. The position will be filled on a voluntary basis by any of the agencies/states represented.

## **Officers**

Based on the order of the Agencies listed above, a Chairperson will be appointed for a one-year term. The Vice-Chairperson will be the representative from the next Agency in line, and will assume the Chair position as it becomes vacant. Terms will expire after the Incident Management Team selection meeting in January. Interim vacancies will cause the rotation of the chair and vice-chair to move accordingly.

## **Officer Duties and Responsibilities**

**Chairperson:** Responsible for coordination of all administrative actions and completion of RMCG assigned tasks. Specific responsibilities are out lined in the Committee's Operating Guide -"Chair Responsibilities".

**Vice Chair:** Assume the duties and responsibilities of the Chairperson during the absence of the Chairperson or at the request of the RMCG. Specific responsibilities are out lined in the Committee's Operating Guide -"Vice-Chair Responsibilities"

## **Members:**

All members, including non-voting Advisory members, are expected to participate to the best of their ability to fulfill the mission, duties, and purpose of the Committee and ensure success of fire management activities in the Rocky Mountain Area. The responsibilities of members and advisors are out lined in the Committee's Operating Guide.

## **Meetings**

The Committee will meet as necessary to accomplish its assigned tasks but will meet at least three times annually (Fall, Winter, and Spring). Other meetings, to include task groups and subcommittees, may need to be scheduled to accomplish the mission of the committee. Additional work and/or meetings may be accomplished through the use of conference calls as well as informal face-to-face meetings between the members.

## **Tasking**

The Committee will provide direction and oversight to any task group(s) created by the Committee. All tasks to be completed will be clearly identified, including the scope of the task and the time line for completion. A task group will sunset upon completion of its task unless additional work is assigned by the Committee. Task group membership shall be determined by each individual agency however; the Committee may recommend the involvement of specific subject matter experts or specialists.

## **Subcommittees:**

Subcommittees may be established by the Committee to increase efficiency and defer the workload of the Committee.

## **Conflict of Interest**

The interagency makeup and professionalism of the members of the Committee will offset any potential bias of Committee members who are also members of an IMT or any other group. When occasions occur that make it necessary for the Committee to investigate and/or recommend corrective action of an Incident Management Team or individual, a Committee member who is also a member of the IMT in question or who has conflicting interests with an individual in question will abstain or defer from participating in the investigation or drafting of the corrective action.

*/s/ Darrell Ausborn\_*

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Darrell Ausborn  
Chairperson, Rocky Mountain Coordinating Group

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Date